



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

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To: Group Leaders  
Area Engineers

From: D. E. Burwell, Jr., PE  
State Location & Surveys Engineer

Subject: Personnel Manual

With the reorganization, several position descriptions, postings, and standard Key Responsibilities have changed. In order to ensure that the knowledge and implementation these changes are consistently made available to the field offices, we are establishing a new personnel procedure.

We are providing each field office and Area Engineer with a notebook of positions, postings, and PM forms (including Key Responsibilities). As other positions are redefined, we will submit revisions and additions to this notebook. It is the intention that each field office, each Area Engineer, and the Central Office all eventually have a notebook containing a PD 102-R for each position in the Unit, a posting form for each position, and a standard PM (including Key Responsibilities) for the field positions. The PD 102-R's and postings will be used by all offices for the respective positions. PM forms for all positions will not be provided, and any Group Leader/Area Engineer may feel free to utilize provided forms or develop individual Key Responsibilities for positions as seen fit and as approved by the supervisor's supervisor.

This "L&S Personnel Catalogue" should be made accessible to all employees. It is for their information as well as the Group Leader's. When a new employee is hired or an employee promoted, the Group Leader should give that employee a copy of the appropriate PD-102-R, with the first page filled out for that employee and that position. The Group Leader should keep in the field office files and send to the Central Office a copy of that first page filled out and the last page, signed by the employee and Group Leader or other supervisor. This form will then be signed by the Unit Head and maintained in the Central Office file. If there is a need in the field office for a copy of that signature, it can be forwarded at the Group Leader/Area Engineer's request.

Consistency across groups is mandated by state personnel laws. As the maintenance of this notebook will be your responsibility in your field office, it will require an ongoing effort of each of you to ensure that all of our employees in Location & Surveys have the same information, the same position descriptions and expectations, and the same opportunities. Thank you for your assistance in this endeavor. As always, if you have questions please do not hesitate to contact your Area Engineer or the Central Office.

DEB:cwb

